



MITT ROMNEY
GOVERNOR

KERRY HEALEY
LT. GOVERNOR

EDWARD A. FLYNN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety
Department of Fire Services
P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

Please Post

Please Post

Project Manager for Nightclub Fire Safety

Job Information:

Official Title:	Project Manager for Nightclub Fire Safety
Functional Title:	Project Manager for Nightclub Fire Safety
Position Type:	Contractor
Full-time/Part-Time:	Full-time
Salary Range:	\$40 per hour
Shift:	Day
Number of Vacancies:	1
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central
Application Deadline:	April 18, 2005

*Please note that this position is being posted with the expectation that the necessary funding will be available in January 2005.

Duties:

The Project Manager for Nightclub Fire Safety is responsible for developing and executing a plan for the implementation of all requirements Chapter 304 of the Acts of 2004, the Nightclub Fire Safety Program. The Manager is responsible for identifying all tasks to be performed, identifying the resources necessary to implement those tasks, organizing the work to be performed and identifying the interrelationships and dependencies among the tasks, establishing a timetable for the completion of all tasks, assigning tasks to appropriate staff, directing the completion of all phases of the project, controlling the quality of work, meeting all interim deadlines and working within the established budget and departmental policies and procedures.

- Develops a plan for the implementation of the key aspects of Chapter 304 of the Acts of 2004, by reviewing the statute, meeting with affected parties, identifying all tasks, resources required, dependencies and deadlines for all major tasks.
- Develops and implements all key aspects of Chapter 304.
- Oversees all aspects of the implementation including the development and delivery of the Nightclub Fire Safety training, to include training for municipal fire and building inspectors (in conjunction with the Commonwealth's Department of Public Safety).

•

Duties: (continued)

- Collaborates with other departments and ensures that all aspects of the statute are implemented.
- Provides bi-weekly progress reports to the Fire Marshal and Deputy Fire Marshal.
- Researches and provides technical advice and interpretations on codes, standards, and regulations to engineers, architects, contractors, and the public.
- Educates OSFM staff in the new regulations related to Chapter 304.
- Researches and provides technical advice and interpretations on codes, standards, and regulations to OSFM staff.
- Represents the State Fire Marshal on various boards and committees.
- Performs related work, such as attending and scheduling meetings, responding to calls and correspondence and directing such to the appropriate staff for replies, and maintaining confidential records and files.

Qualifications:

- Knowledge of Chapter 304 of the Acts of 2004
- Knowledge of the principles, methods and practices of modern fire prevention and fire safety.
- Knowledge of fire protection programs.
- Knowledge of the principles of business/public administration and management.
- Knowledge of methods used in the preparation of charts, graphs and tables.
- Knowledge of the methods of general, statistical and technical report writing.
- Knowledge of the principles, practices and techniques of supervision.
- Knowledge of state fire safety codes and federal codes and regulations.
- Knowledge of the types and uses of personal protection and safety equipment.
- Knowledge of the health and safety practices and procedures followed in explosives use.
- Knowledge of hazardous materials such as asbestos, explosives, and fireworks.
- Knowledge of safeguards during building construction, modification and demolition.
- Knowledge of budgeting as it applies to program management.
- Knowledge of the principles, practices and correct usage of the English Language, including grammar, spelling, sentence structure and punctuation.
- Ability to accomplish work objectives where few precedents or guidelines are available.
- Ability to adapt to varied work situations.
 - Ability to adjust to varying or changing situations to meet emergency or changing program requirements.
- Ability to analyze and determine the applicability of data, draw conclusions and make appropriate recommendations.
- Ability to assemble information in accordance with established procedures.

An Equal Opportunity/Affirmative Action Employer. Women, minorities, v
veterans and people with disabilities are strongly encouraged to apply.

- Ability to be self-motivated and a self-starter.
- Ability to communicate effectively orally and in writing.

Qualifications: (continued)

- Ability to conduct studies and prepare reports and recommendations.
- Ability to coordinate the efforts of others in accomplishing assigned work objectives.
 - Ability to deal tactfully with others.
- Ability to detect deviations from regulations and safety procedures and properly interpret and make decisions in accordance with laws, regulations and policies.
- Ability to determine the proper format and procedure for assembling items of information.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to establish rapport with persons from different backgrounds.
- Ability to exercise discretion in handling confidential information.
- Ability to exercise sound judgment.
 - Ability to follow and give written and oral directions.
- Ability to gather information by researching on the internet, contacting other jurisdictions or professional organizations and examining records and files.
- Ability to give oral and written instructions in a precise understandable manner.
 - Ability to maintain accurate records and files.
 - Ability to make effective presentations.
- Ability to motivate others.
- Ability to organize work, follow through on assignments and handle multiple assignments simultaneously.
- Ability to perform fire prevention inspection for a variety of buildings and structures and enforce codes and standards with firmness and tact.
- Ability to plan, assign and coordinate the activities of others.
 - Ability to prepare and use charts, graphs and tables.
- Ability to represent the Department of Fire Services to fire department personnel, owners of buildings, contractors, engineers, architects and developers in public meetings.
- Ability to supervise, including planning and assigning work, based on the work to be done, abilities of subordinates, and resources; controlling work by periodic reviews/ evaluations; determining training needs of staff; motivating subordinates; understanding of progressive discipline.
- Ability to understand, explain and apply the laws, rules, regulations and guidelines, policies, procedures etc. governing the agency.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence.
- Excellent computer skills including familiarity with laptop computers with CD ROM capability and the MS Office Suite of Applications.
- Excellent public speaking skills.
- Excellent writing skills.

An Equal Opportunity/Affirmative Action Employer. Women, minorities, v
veterans and people with disabilities are strongly encouraged to apply.

Minimum Entrance Requirements:

Applicants should have at least four years of full-time, or equivalent part-time professional, administrative or managerial experience in the fire service. Experience in fire prevention and safety, as well as experience in project management are highly desirable.

How to Apply:

Submit Cover Letter, Resume and Application no later than April 18, 2005 to:

Human Resources

Department of Fire Services

P.O. Box 1025, State Road, Stow, MA 01775

Telephone: (978) 567-3146, Fax# 978/ 567-3144

E-mail: Marilyn.Nieves@state.ma.us

Please download application from DFS website www.state.ma.us/dfs and click on jobs@DFS

Agency web address: <http://www.state.ma.us/dfs/>